

PARKS SUPERVISOR

DEFINITION

To plan, organize, supervise and participate in the work of crews engaged in the care and maintenance of City parks, recreational facilities, and other related structures; provide for the instruction and training of assigned staff; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for work units within a section or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Park Manager.

Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, assign, supervise, review and participate in the work of staff involved in the maintenance and repair of City parks, recreational areas, and other related structures.

Establish schedules and methods for maintenance and repair of assigned City parks and other areas; inspect work in progress and upon completion by visiting work sites.

Review and evaluate employees work performance; work with employees to correct deficiencies; implement discipline procedures as directed.

Participate in the selection of staff and provide or coordinate staff training.

Review work orders and inspect sites where work is to be performed; estimate time, cost, labor, equipment and material needs; assign personnel and order necessary equipment and materials; discuss job details with subordinates to ensure conformity with work orders and specifications.

Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications for work methods and procedures; recommend and assist in the implementation of goals and objectives.

Assist in budget preparation regarding anticipated equipment, material and supply requirements and directs the requisitioning of materials, supplies and equipment for maintenance and repair work; order, pick up, and deliver supplies; ensure adequate supply inventory.

Monitor work activities to ensure compliance within established policies and procedures; instruct crews on proper work and safety procedures and ensure compliance; conduct safety meetings.

Monitor and participate in the safe application of fertilizers, pesticides, and herbicides.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; secure and participate in emergency repairs as required.

Operate City trucks, trailers and tractors with attachments skillfully and safely.

Make recommendations for work by contract where appropriate and inspect contract work for conformity with specifications.

Maintain work related records and prepare various reports using a computer.

Interpret drawings, diagrams, specifications and blueprints as required; set irrigation clocks.

Act as Park Manager in his/her absence as assigned.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, techniques, materials, and equipment used in landscaping including treating plant diseases, and pest and insect control; irrigation, park maintenance, and general structural repair work.

Principles and practices of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Safe work methods and practices including the use of personal protective equipment.

Principles and practices of conflict resolution.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Interpret and explain pertinent City and department policies and procedures.

Plan, assign, direct, and supervise the work of subordinates.

Train, motivate, and evaluate assigned staff.

Operate landscaping tools and equipment skillfully and safely.

Keep work related records and prepare reports using a computer.

Read and interpret diagrams, blueprints, and construction plans.

Recognize and treat various plant diseases and insect pests.

Operate City vehicles observing legal and defensive driving practices.

Make sound judgments and decisions within established guidelines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible journey level experience in parks maintenance including one year of supervisory or lead responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by training in conflict resolution, leadership or related area. College coursework in ornamental horticulture or a closely related field is desirable.

License or Certificate

Possession of a valid California driver's license.

Possession of a valid California Qualified Applicator's Certificate.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, stand, bend, crouch or stoop for varying periods of time. Use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; write or use keyboard to communicate through written means; climb ladders and perform physical activities on a continual basis; lift or carry weight of 50 pounds or less. Communicate in person, use a two-way radio, and use the telephone. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors and outdoors; when indoors, it is in an office environment in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. The majority of work is performed outdoors with exposure to a variety of weather conditions as well as traffic, noise, physical barriers, and around heavy equipment or around fumes and odors of fertilizers, herbicides, insecticides, and pesticides.

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